

FORM E: WORK PLAN

Respondent must describe its plan for delivering capacity building services including how they will implement their proposed activities with timelines for milestones and accomplishments. Address the required elements associated with the services proposed in this proposal. A maximum of 10 additional pages may be attached if needed.

This evaluation component is worth 40% of the score for this funding opportunity.

Respondent must describe its plan for service delivery and include time lines for accomplishments. The work plan must:

1. Summarize proposed capacity building services including classroom and online training development and delivery.
2. Describe systems to provide training and technical assistance, workforce (attach organizational chart), policies, support systems (i.e., training, research, technical assistance, information, financial and administrative systems) and other infrastructure available to achieve service delivery.
3. Describe the project's proposed staffing plan; number of FTEs, number of volunteers, if any, including staff qualifications, skills (attach pertinent resumes and job descriptions for proposed staff, as well as the respondent's organizational chart).
4. Describe the plan for service delivery including specific activities, resources to deliver services, who will deliver them, and how they will be delivered.
5. Describe how data for semi-annual reports is collected and who will be responsible for data collection.
6. Describe ability to provide services to culturally diverse populations (e.g., use of interpreter services, language translation, compliance with ADA requirements, and other means to ensure accessibility for the defined population).
7. Describe the managerial, supervisory and quality assurance activities that will be used to ensure that the proposed activities are implemented as intended.
8. Include a timeline in a month-by-month format that includes significant activities including hiring and training of staff, and training dates.